



Development of Impervious and Pervious Area Map Request for Proposals #2010-33

The Town of Bluffton is soliciting sealed proposals from experienced firms to determine and map sub-areas and corresponding average impervious percentages of each sub-area within the Town of Bluffton and unincorporated areas bound by the Town of Bluffton.

There will be a mandatory pre-bid meeting at Town Hall at 1:00 pm on January 6, 2010, to explain the overall requirements and address specific offerors' questions. Attendance at this meeting is extremely important as it will assist in understanding the overall project scope.

Sealed proposal, including all necessary documents, are due by 2:00 pm, January 15 at Town Hall, 20 Bridge Street, Bluffton, South Carolina, 29910 clearly marked: Attention: Sandra Lunceford, RFP 2010-33: Development of Impervious / Pervious Area Map. Firms should submit one (1) original and four (4) copies of their proposal by the stated deadline.

Questions should be addressed to John Carmack via email to jcarmack@townofbluffton.com or faxed to (843) 757-6720. All questions and answers will be posted on the Town's website www.townofbluffton.com.

BACKGROUND

Rising fecal coliform levels reported by the South Carolina Department of Health and Environmental Control – Environmental Quality Control (SCDHEC-EQC) led to a change in the shellfish harvesting classification for the headwaters of the May River from station 19-24 to the westerly extent of the river. Presently, a May River Action Plan is being developed to address water quality issues within the May River Watershed. One of the components of the May River Action Plan is to develop a map of the pervious / impervious

areas for the Town of Bluffton. The Pervious / Impervious Map will serve as an assessment of current conditions within the Town of Bluffton and unincorporated Beaufort County, as well as a planning tool to predict future conditions within the Town and Beaufort County.

SCOPE OF SERVICES

The Town of Bluffton is seeking consulting services to determine impervious percentages of areas within the Town of Bluffton and unincorporated areas bound by the Town. The ultimate objective is to present a map to Town Council depicting current impervious conditions in different areas within the Town of Bluffton and unincorporated areas bound by the Town.

Offeror shall be responsible for delineating sub-areas of the Town based on similar impervious percentages. For instance, it is expected that a developed subdivision tract and a wetland tract not be included in the same sub-area. The average impervious percentage of each sub-area shall be determined and mapped accordingly. Generally, sub-areas will be determined by Offeror based on current zoning, built upon conditions, and geo-political boundaries.

At a minimum, the Pervious / Impervious Map shall be based on road footprints, building footprints, lagoon footprints, and major parking lot footprints. Consideration will be given to mapping other impervious surfaces such as, but not limited to, driveways, minor parking lots, sidewalks, and bike paths.

The map shall show each sub-area and the corresponding impervious percentage. Additionally, the map shall show the overall Town of Bluffton impervious percentage and the overall impervious percentage of the Town of Bluffton and unincorporated areas bound by the Town of Bluffton.

A project kick-off meeting with staff shall be held after award, as well as a project closeout meeting to present map to staff. It is expected that the consultant will communicate with Town staff on a regular basis to inform Town staff of progress and any problems that may be encountered. In addition, Town staff may request to review samples of work in progress to evaluate quality and accuracy before the final product is submitted.

DELIVERABLES

- 10 hard copy of maps depicting sub-areas in the Town of Bluffton and unincorporated areas within the Town of Bluffton as described in the Scope of Work.
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- Electronic files include but are not limited to the following: ESRI ArcGIS polygon shape files with "IMP %" (impervious percentage of area) attribute filled in, compatible with ArcGIS 9.2 or greater, projected into correct coordinate system (South Carolina State plane, NAD83, FIPS 3900, Feet) and PDF of finished map.

** Note: The scale of map and size of map are to be determined by Consultant.*

Deliverables shall become property of the Town of Bluffton.

SCHEDULE

- Award is targeted within two weeks of proposal opening date.
- Work shall commence within one week of notice to proceed.
- Project shall be completed within 1 month of notice to proceed.

PROPOSAL SUBMITTALS

Proposals should contain:

- A cover letter.
- A brief description and history of the Offeror's firm.
- Qualifications and resumes of the proposed team who will be assigned to this project and any experience they may have with similar projects.
- A brief synopsis, outlining the Offeror's understanding of the Scope of Work and project objectives, as well as their proposed methodology to achieve the desired objectives.
- A list of at least two references including names, addresses, and telephone numbers – preferably for similar projects performed within the last 3 years.
- An a la carte menu of hourly service costs by general activity, should additional services be required that are not covered by the initial proposal.

- Proposals must note any time and material activities not included in the price provided for the proposed options or any other miscellaneous billable costs related to the completion of the project.

EVALUATION CRITERIA

A total of up to 100 points is to be awarded to each submittal. All cost alternatives provided will be evaluated. The best value for the Town of Bluffton will be selected based on available funds. Each proposal will be evaluated based on the following:

- Methodology (30 points).
- Cost of services (30 points).
- Demonstrated understanding of project Scope of Work via synopsis provided (15 points).
- Previous work experience with similar projects (15 points).
- References (10 points).

TOWN OF BLUFFTON RIGHTS

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods and services.

The Town does not discriminate on the basis of race color, national origin, sex, religion, age or disability in employment or in the provisions of goods or services.